

From: Bell, Jennifer C. DPI
Sent: Wednesday, February 22, 2017 1:32 PM
To: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Subject: ACT Update - Testing Reminders

Dear ACT Test Coordinators:

Thank you to all ACT test coordinators, DACs, high school principals, and other educators for your work preparing for ACT and WorkKeys testing next week.

As a reminder here are the ACT and WorkKeys test dates:

Spring 2017 Test Dates			
	Standard Paper Testing Date	Accommodations Testing Window	Materials Ordering Window
The ACT Initial	Feb 28	Feb 28 – Mar 14 (weekdays)	Additional orders deadline is Feb 22
ACT WorkKeys Initial	Mar 1	Mar 1 – Mar 15 (weekdays)	
The ACT Makeup	Mar 21		March 1-3
ACT WorkKeys Makeup	Mar 22		
The ACT Emergency	April 19		March 22-31
ACT WorkKeys Emergency	April 20		

In the case of a weather emergency, please consult the ACT emergency and inclement weather plan.

Before Testing:

- Review and follow the test administration manuals, supplements, and test coordinator information shipped to you in hard copy and found online found [here](#) and [here](#).
- Review the PowerPoint slides and recording of the Test Administration Webinar #2 for reminders on pretest, testing, and after testing tasks. The webinar recording and slides are posted here: <https://dpi.wi.gov/assessment/act/trainings> and on the [ACT WI webpage](#).
- Download and print the *TAA PIN Report* via PearsonAccess^{next}™ for a roster to help you plan for testing your examinees with disabilities. See email from statetesting@act.org sent on 2/13 for details.
- Remember students with different timing codes accommodations cannot test together in the same room.
- If you need additional forms folders, you can print them from the [DPI](#) or [ACT](#) webpages.

Confidentiality Agreements Due 2/24/17

- All DACs must submit signed confidentiality agreements to osamail@dpi.wi.gov before testing begins.
- Any district/school staff who have access to the test or reports (providing accommodations, setting up tests, etc.) must sign and submit the form at the local level to their DAC/SAC.
- Only the completed DAC confidentiality forms should be sent to DPI. All other forms shall be retained at the district/school level.

After Testing

- Immediately after testing, the test coordinator must verify all materials are accounted for, check the documentation returned by the room supervisors, determine which students need to be scheduled for makeup testing and set aside their answer documents as well as any unused answer documents, pack the initial test materials for return to ACT and have them ready for FedEx pickup.
- **FedEx is scheduled to pick up your initial test date materials on March 2.**
- If FedEx does not pick them up on March 2, they will make two more attempts.
- All answer documents from initial testing must be received by ACT by March 10.

If a Student Does Not Test or Takes the DLM

- Refer to the [ACT DPI FAQs](#) for guidance about accountability and testing of students in various situations.
- If a student is enrolled at your school but does not take the ACT, leave the student in PearsonAccessNext.

- After testing, Test Coordinators complete ACT State Use Question #5 and WorkKeys State Use Question #1 in PearsonAccessNext for examinees that did not take the ACT and WorkKeys. (See the ACT and WorkKeys supplements for information.)

Thank you for your contribution to a successful ACT testing experience for Wisconsin students. As always, we are available to help you with your questions and to make this a positive experience. For assistance, please contact:

ACT Help Desk

General: 800-553-6444, ext. 2800

Accommodations: 800-553-6244, ext. 1788

Student Data

Phil Cranley

608-266-9798

philip.cranley@dpi.wi.gov

Test Security Issues and Choice Program

Duane Dorn

608-267-1069

duane.dorn@dpi.wi.gov

General Information and Policies

Jennifer Bell

608-267-7268

jennifer.bell@dpi.wi.gov

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email. The actwisconsin listserv used in previous years has been retired.

Jennifer Bell

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